

GRADUATION PROCESS CHECKLIST

Step 1: SUBMIT ALL ACADEMIC RECORDS AND NECESSARY FORMS

- REQUEST OFFICIAL TRANSCRIPTS** from all colleges or universities ever attended to: Office of the Registrar, Sort Code C1K, College of Southern Nevada, 3200 East Cheyenne Avenue, North Las Vegas Nevada 89030-4228.
- SUBMIT TRANSCRIPT EVALUATION FORM** the form can be obtained in the Office of the Registrar or downloaded <http://www.csn.edu/pages/2463.asp>. The transcript evaluation process can take from six to ten weeks.
- SUBMIT ANY ADDITIONAL FORMS** such as the Substitution Waiver Request form or the Non Traditional Education Credit (if applicable).
- YOU WILL RECEIVE NOTIFICATION** of your transcript evaluation from the Office of the Registrar. You can print your Degree Audit Report (DARS) from the Online Registration System where it will show how your transfer credits were articulated by CSN.

Step 2: APPLY FOR GRADUATION

- MEET WITH AN ACADEMIC COUNSELOR OR ADVISOR** for guidance in completing your Graduation Application.
- APPLY FOR GRADUATION** (\$15.00 Fee) by deadline (See Academic Calendar at <http://www.csn.edu/pages/660.asp> for Dates and Deadlines)
- THE OFFICE OF THE REGISTRAR WILL NOTIFY YOU OF YOUR GRADUATION STATUS** It is important that you begin the graduation application process one or two semesters before the desired graduation semester.
- IF YOU HAVE CLASSES MISSING, MEET WITH AN ACADEMIC COUNSELOR OR ADVISOR** to help you in planning your classes for timely completion. Stay in touch with the Office of the Registrar and the Counseling Department to make sure you have completed all requirements.

Step 3: PLAN TO ATTEND COMMENCEMENT

- PURCHASE YOUR CAP AND GOWN** from the bookstore once you are cleared to graduate. If you are graduating with Honors you may be eligible to wear an Honors or High Honors then the bookstore will have your name on a list so you can purchase the appropriate tassel.
- IF YOU ARE A PART OF A CSN CLUB OR ORGANIZATION**, check to see if they award extra tassel or medallion to wear with your cap and gown.
- INFORM YOUR FRIENDS AND FAMILY ABOUT THE COMMENCEMENT DATE.** You will receive commencement information in the mail with the location, start time and parking instructions
- CONGRATULATIONS - YOU DID IT!**